



Safe Laptop Contract

Acceptable Use Rules

1. The laptop is an educational tool and should be used in that capacity only.
2. No software to be downloaded to the laptop – if it is necessary for you to have a specific application, staff will download and install it for you.
3. Any antivirus software and firewall must be left on and operational.
4. You must not use the laptop to share copyrighted materials – this includes music CDs.
5. Do not eat or drink near the laptops.
6. Avoid touching the screen. When cleaning is necessary, use a soft cloth.
7. Do not mark the laptop in any way with markers, stickers, etc.
8. Do not insert foreign objects into openings of the laptop.
9. Always make sure you shut down the laptops correctly – using the start button and the shut down option. Never shut them down using the power button, this can damage the laptop.
10. Ensure any sites you sign into (eg email) are signed out of when you leave the laptop – this is both to protect your privacy and prevent others from being distracted by notifications.
11. You must not download or create any malicious software on SAFE laptops.
12. You must not sabotage or deliberately damage the laptops in any way.

Internet Use Rules

1. No internet sites other than those specified by staff or relevant to the lesson are to be accessed in lesson time.
2. No material of an offensive or unsuitable nature is to be viewed. Content will be monitored at all times and anything found that is related to illegal or unethical activities will be reported to the authorities.
3. If allowed to use the laptop to play music during break, headphones must be worn.

Student

I have read and agree to the Laptop Contract. I understand my responsibilities, and I understand that the consequences of not adhering to them will be loss of privileges or other disciplinary actions. I understand that wilful damage to a laptop will lead to SAFE having to be reimbursed for the cost of repair.

Printed Student Name _____

Student Signature _____

Date _____

Parent

I have read and agree to the Laptop Contract. I understand that, should my child wilfully cause damage to one of our laptops, I may be held financially liable for its repair or replacement.

Printed Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____